

GOVT. OF NCT OF DELHI : DELHI JAL BOARD
OFFICE OF THE DY. DIRECTOR (FINANCE & ACCOUNTS)-II
VARUNALAYA, PHASE-II, KAROL BAGH,
NEW DELHI-110 005

**Expression of Interest for engagement of Chartered Accountant for preparation of
financial statements of Delhi Jal Board**

Delhi Jal Board is having more than 100 divisions and Head Office situated in Delhi which consist of Water Treatment Plants, Water Supply Distribution & Sewerage Treatment Plants, Maintenance, Water and Drainage Construction, and Administration divisions. Accounting System in Delhi Jal Board has changed from single entry system to double entry system from the financial year 2003-04. Balance sheet for the year 2003-04 onwards are being prepared in Double Entry system.

Expression of Interest is invited in a sealed cover on behalf of Chief Executive Officer, Delhi Jal Board from Chartered Accountants' *firms* having their office in Delhi, having sufficient **experience and** staff strength for preparation of detailed accounts, Balance Sheets of large commercial concerns, and other work as per scope of work, of Govt./semi Govt. departments /autonomous bodies. The firms should apply in two bid system consisting part 'A' and part 'B' in separate sealed envelopes. Part 'A' should consist of technical eligibility criteria and part 'B' of financial offer.

The agency will be hired for a period of 5 year in first instance which may be extended for further period with mutual consent on the basis of merits. The payment will be made for preparation of each balance sheet separately. The scope of work would broadly comprise of the following :

1. Valuation of fixed assets and depreciation thereon based on data available as on 31.03.2004,
2. Finalization of the Balance Sheet for the year 2013-14 onwards **in compliance with the statutory requirements and applicable Accounting Standards issued by the Institute of Chartered Accountants of India.**
3. Reconciliation of Bank Accounts *maintained by the divisions and at Head Office (approximately 325 bank accounts),*
4. **Reconciliation of Inter divisions of Delhi Jal Board,**
5. Evaluation of the current state of affairs in the Finance/ Accounts Department of Delhi Jal Board.
6. Training to the concerned **staffs** and **their** capacity building **in terms of maintenance of accounts under double entry system in computerized environment ,**
7. **Evaluation of** existing Internal Controls **and suggestions for the improvement and strengthening of internal control procedures,**
8. **Evaluation of existing** E.D.P. System and **suggestions for the improvement of EDP system on concurrent basis.**
9. **Accounts finalized by the CA Firm shall be subject to CAG Audit. CA Firm shall extend the support for the CAG Audit till their finalization including replies to be provided to CAG in respect of their observations.**
10. **The Balance sheet of each backlog year (i.e. 2013-14, 2014-15 and 2015-16) should be prepared with in 3 months each (and for this, 3 months will be reckoned with from the date of submission of the complete record by DJB of the concerned financial year).**

11. The applicant has to deposit the processing fee Rs. 500/- (Non refundable), alongwith Earnest Money of Rs. 60,000/- through **RTGS/NEFT in the DJB EMD A/c No. 90231010012261 at Syndicate Bank, Rani Jhansi Road, New Delhi (IFSSC / RTGS code No. SYNB 0009023)**. All bids must be accompanied copies of reference of RTGSs/NEFTs. Earnest money of all bidders other than lowest will be refunded to the bidders in the account from which it has been remitted. Mandate form of beneficiaries giving bank details/Account No. and IFSC code should also be enclosed for remittance of earnest money. Earnest money of lowest bidder may be adjusted in performance guarantee. The successful bidder has to submit the Performance Guarantee after issue of LOI with in seven days for Rs. 1,00,000/- in the form of Pay order /DD payable at **New Delhi** in favour of "**Delhi Jal Board**" which will be refunded only after two months for the date completion of the work.
12. *The agency will execute an agreement for execution of the work on non judicial stamp paper. The agency will maintain the confidentiality of data and will not share any of the information to any other person/agency. If at any stage the agency defaults in this regard, the Delhi Jal Board shall have the right to take legal action in the court of Law (in jurisdiction of Delhi).*
13. Any other work which is decided after discussions in this regard.

Eligibility Criteria Part 'A'

Interested Chartered Accountant firms having sufficient manpower and expertise and also complying with the following criteria may respond giving full details;

- i) *Bidder Should have experience of more than 10 years*
- ii) *Bidder should have minimum 4 exclusively associated Chartered Accountants as Paid Assistants .*
- iii) *Bidder should have 2 DISA/ISA Qualified.*
- iv) *Bidder should have minimum experience of 3 years of conducting the Statutory Audit for at least 3 years of Govt./Semi Govt./PSU having turnover of more than 1000.00 crore per annum.*
- v) *Annual turnover of the applicant Firm should be Rs. 50 lakhs and above for each of the last 3 years.*
- vi) *Company Profile whether Individual/Joint venture/ Partnership/Corporate, the detail of members with their qualifications, copy of partnership deed, leading partner and authorized signatory (the documents in this regard be attached).*
- vii) *List of similar works of having executed/ being executed by them especially in PSU/Autonomous Bodies supported by performance certificate **along with appointment letter** from clients.*
- viii) *Detail of staff strength,*
- ix) *An Undertaking in the form of an affidavit to the effect that the applicant/firm has never been blacklisted.*
- x) ***Audited Balance Sheets of the Applicant for last 3 years,***
- xi) *Latest Income tax / service tax returns,*
- xii) ***Constitution Certificate issued by The Institute of Chartered Accountants of India confirming the status of the Applicant,***
- xiii) *All the documents shall be self attested and stamped and*
- xiv) *Any other details.*

Part 'B'


The Applicant should quote fixed amount as fee for preparation of balance sheet of each year including above mentioned work in the Annexure enclosed. Taxes (if any) should be quoted extra as applicable and it will be paid as applicable from time to time.

The lowest bidder will be considered for award. The department reserve the right to accept or reject any or all offers assigning any reasons what so ever.

The offers shall be received in the office of Accounts Officer (B&A) in Room No. 409, HQ Delhi Jal Board, Varunalaya Phase-II, Jhandewalan, New Delhi-110055 on or before 3.00 P.M. of 26th of September, 2016 and part 'A' will be opened on the same day at 03.15 P.M. in the presence of representatives of the companies who may like to attend and are present. Part 'B' will be considered only of those applicants who qualify the criteria specified in part 'A'. The date and time for opening of the part 'B' shall be intimated to the technically eligible bidders accordingly.

Conditional offers are liable to be rejected. If the day of receipt/ opening of offers happen to be holiday then the same will be received and opened on the next working day. The present status of 2011-12 and 2012-13 balance sheet is under preparation, and can be seen in the office of AO(B&A) on any working day.

Any offer submitted by the applicant, if found incomplete in any manner, the same shall be rejected. No dispute or claim of any kind shall be entertained by the DJB on such ground.


Dy. Director (Finance & Accounts)-II

No. DJB/B&A/2016/ 510

Dated : 29th August, 2016

01-9-2016

Copy to :

1. CEO
2. Member (Admn.) /(Fin.)/(WS)/(Dr.)
3. All CEs
4. All Directors /Dy. Directors (F&A)/Law Officer, DJB
5. AO (B&A)/(F&G)/AAO(F&G)
6. PRO for publication in leading News papers
7. Institute of Chartered Accountant of India.

8. EE (EDP) cell to upload on DJB website


Dy. Director (Finance & Accounts)-II

prog. I

baucer
1-9-16

**OFFICE FORM
(IN SEALED COVER)**

TO BE FILLED IN BY THE CHARTERED ACCOUNTANTS.
OFFER for the work of Finalization/Preparation of Accounts of Delhi Jal Board
(To be opened in presence of representatives of the companies who
may like to attend at 3.15 P.M. of 26.09.2016)

I/We have read and examined the Notice Inviting Expression of Interest, Information for bidders, Data sheet and standard Forms, Financial proposal Form, Terms of reference & Condition of Contract etc. important definitions, along with other documents of the work.

I/We hereby offer for the execution of the work specified by Delhi Jal Board within the specified time schedule and as per scope of work and the Accounting Standards.

We agree to keep the offered rate open for 120 days from the date of its submission and not to make any modification in its terms & conditions.

We are aware that the conditional offer is liable for rejection. Delhi Jal Board has a right to reject any offer or all the offers without assigning any reasons.

I/We confirm that I/We are duly authorized to sign the offer documents.

I/We are aware and agree to the terms & conditions as mentioned in the aforesaid Para, that will form the contract documents to be placed in the contract agreement to be signed by the DJB and the successful bidder.

I/We hereby offer for the execution of work @ rates mentioned below :

(Signature)
(FULL NAME - IN BLOCK LETTERS)
Stamp/Seal of the Company